

Office of State Procurement

Pieces of Emergency Procurement

- I. LaPAC & eCat
- II. Emergency Procurement Authority
- III. Defining Emergency Procurement
- IV. Emergency Procurement Methods & Considerations

There will be time allowed for questions after each section. Please enter them in the Zoom Chat box.



State of Louisiana Electronic Systems

- LaPAC
- eCat

 Links throughout the presentation will be collected on the final slide



LaPAC

Vendor Registration

https://wwwcfprd.doa.louisiana.gov/osp/lapac/vendor/VndPubMain.cfm Contact Vendr Inq@la.gov for password resets or other account issues.

UNSPSC Codes

https://wwwcfprd.doa.louisiana.gov/osp/lapac/vendor/commodityTree.cfm

Importance of Updated information!

As your offerings and personnel change, please be sure to update your registration. This will make it much more likely to receive current opportunities as they are published.

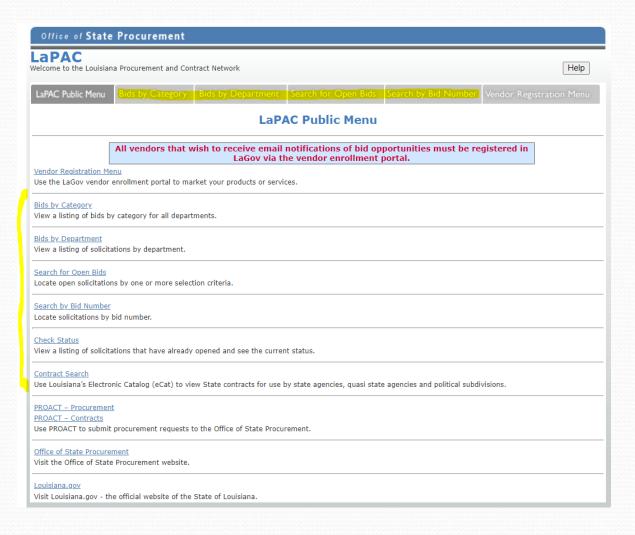
Best Practice: Review and update your company's information annually.

LaPAC Vendor Menu

Visit Louisiana.gov - the official website of the State of Louisiana.

Office of State Procurement LaPAC Welcome to the Louisiana Procurement and Contract Network Vendor Registration Menu **Vendor Registration Menu** All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal. **Vendor Enrollment Portal** Complete the New Supplier Registration form and click submit. Important! Be sure to close all web browser sessions after you click submit. You will receive an email with your permanent User ID (LaGov Vendor Number) and a new link to create your personal password. You can now manage your account — create/update additional contacts, manage own data, manage company data and manage product categories. **Maintain Registration Information** Using permanent User ID and personalized password, login and manage company information. **Vendor Registration Procedures** Visit our Vendor Center for additional details on the new LaGov Vendor Registration process. **UNSPSC Product Search and Product Tree** Search for UNSPSC Products by entering a search term or expanding product categories to view descriptions at the Segment, Family, Class, and Commodity Code Search for Registered Vendors (LaGOV) Search for vendor information that has been provided in the new LaGov vendor enrollment portal (enrollment by UNSPSC Commodity Class Codes). LaPAC Public Menu Access the Louisiana Procurement and Contract Network to search for bids by category, department, open dates or bid number.

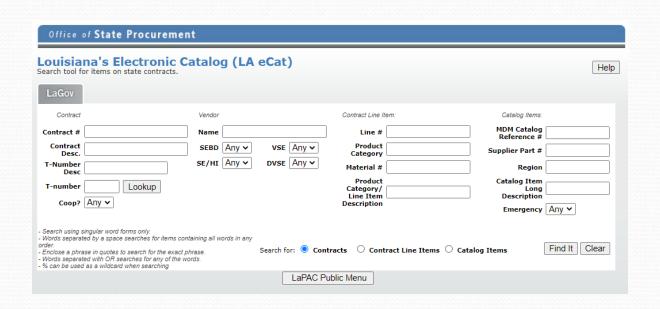
LaPAC Main Menu



LaPAC Search by Open Bid

Office of State Procurement LaPAC Help Welcome to the Louisiana Procurement and Contract Network Search for Open Bids Bids by Department **Search for Open Bids** This page allows you to locate open documents by one or more selection criteria. Solicitations are open until the bid open date has passed. To search for open bids, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank. Department: | All Category: All Date Range: From: (mm/dd/yyyy) To: (mm/dd/vvvv) To search by date, you must enter a begin and end date. Compare Date Range To: Open Date - Opening date for the solicitation Cancel Date - Cancellation date of the solicitation Issue Date - Date the solicitation was first entered into LaPAC O Last Change Date - Date the solicitation posting was most recently updated Keywords: To search for a phrase, enclose in double quotation marks. To search for multiple words or phrases, separate using spaces. Search for documents containing ALL the keywords. Search for documents containing ANY of the keywords. Reset Search

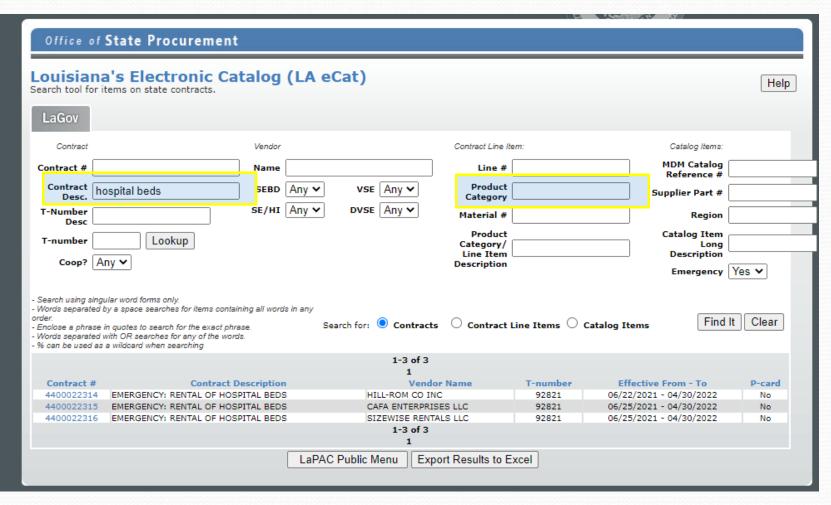
Houses current contract information



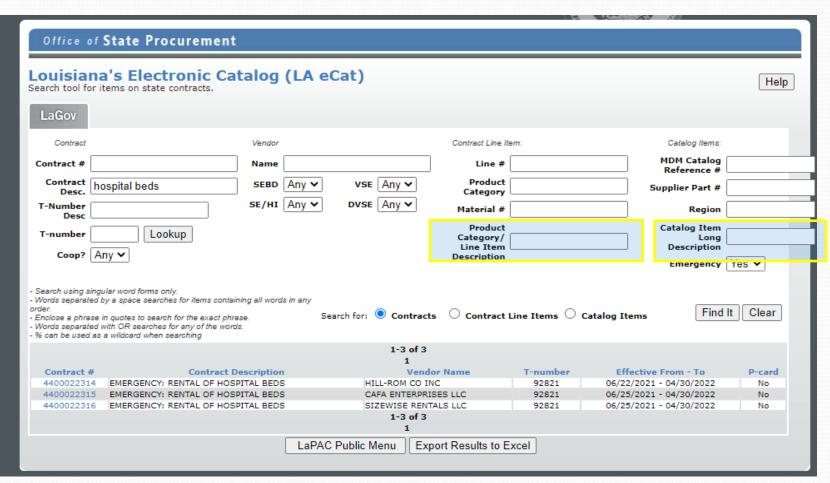


Office of State Procurement						
Louisiana's Electronic Catalog (LA eCat) Search tool for items on state contracts.						Help
LaGov						
Contract		Vendor		Contract Line Item:	Catalog Items:	
Contract #		Name		Line #	MDM Catalog Reference #	
Contract Desc.		sebd Any 🗸	vse Any ∨	Product Category	Supplier Part #	
T-Number Desc		SE/HI Any ➤	DVSE Any 🗸	Material #	Region	
T-number	Lookup			Product Category/	Catalog Item Long	
Coop?	Any V			Line Item Description	Description	
				-	Emergency	Any V
- Search using singular word forms only Words separated by a space searches for items containing all words in any order Enclose a phrase in quotes to search for the exact phrase Words separated with OR searches for any of the words Words separated with OR searches for any of the words Words as a wildcard when searching						Find It Clear
LaPAC Public Menu						

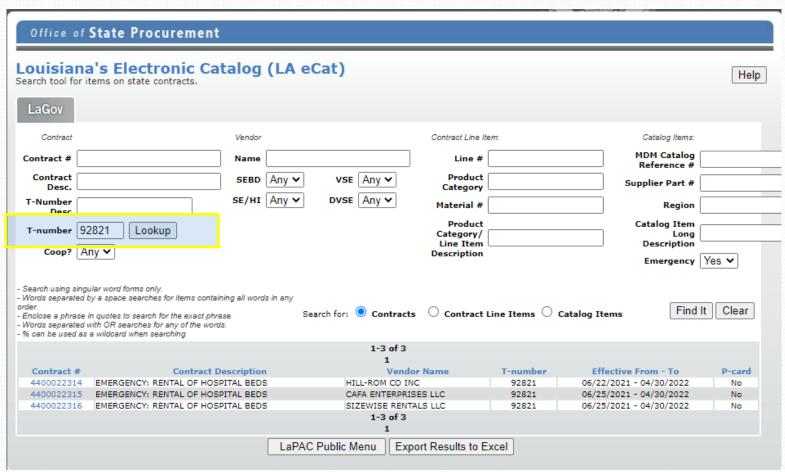




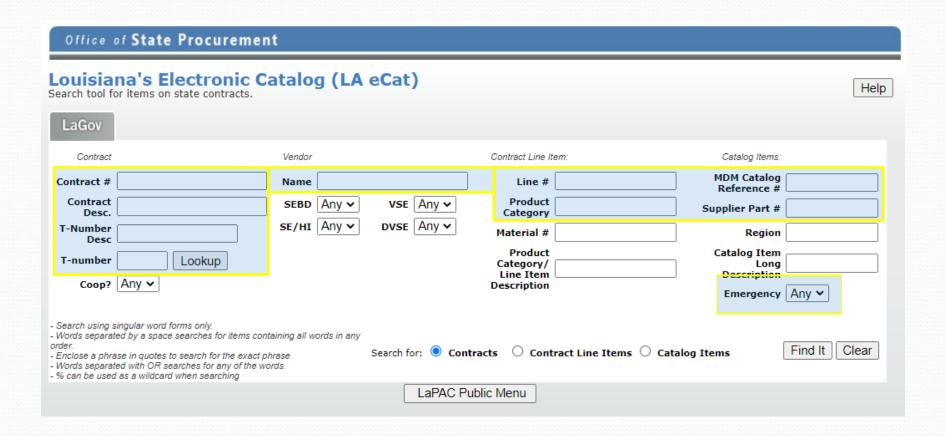












LaPAC & eCat

We will take a moment to answer your questions about LaPAC & eCat.

If you have a question, please enter it into the Zoom Chat box.



First, what is an emergency?

- Situations where the Governor has declared a state of emergency
- Differs from "usual" emergencies
- Differs from Presidentially Declared emergencies
 - Look to Defense Logistics Agency (DLA) and Federal Emergency Management Agency (FEMA)

Catastrophic Emergency

- Many examples
 - Could be as small as a metro area
 - Could be regional
 - Could be statewide
- Governor declares state of emergency
- Statewide Emergency Operations Plan goes into effect https://gohsep.la.gov/Portals/o/2014 State EOP Final Copy Updated 1272015 npdf
- GOHSEP and Local OHSEPs activate and begin staging
- Emergency Contingency contracts are activated

Emergency Procurements Authority

 Local governments are responsible under all applicable laws, etc. for emergency management within their jurisdiction – See page 35 of the Emergency Operations Plan PDF.

https://gohsep.la.gov/Portals/o/2014 State EOP Final Copy Updated 1272015.pdf

- Coordinates with the Governor and GOHSEP director
 - When resources are tight, many local OHSEPs will submit their requests through the main GOHSEP EOC
 - Local OHSEPs: https://gohsep.la.gov/ABOUT/PARISHPA

Emergency Procurements Authority (cont)

Authority for Emergency Procurements

- R.S. 39:1598: "The chief procurement officer or his designee above the level of procurement officer may make or authorize others to make emergency procurements when there exists an <u>imminent</u> <u>threat to the public health, welfare, safety, or public property under</u> <u>emergency conditions</u> as defined in accordance with regulations."
- Governor's Proclamation(s) / Executive Orders
 - Especially useful re. relaxation of administrative logistics and formalities (e.g. suspension of requirement to have in-person bid openings)
 - Existing statutory authorization makes procurement less reliant than some processes of government on executive proclamations and orders. https://gov.louisiana.gov/index.cfm/newsroom/category/10

Emergency Procurement Authority

We will take a moment to answer your questions about Emergency Procurement Authority.

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How are emergency procurements different?

- Faster Pace need to respond immediately, not 21+ days later
- Stakes life, health, and/or property is at immediate risk
- Fragmented Info full picture not always clear in crisis
- Fewer Suppliers many businesses closed or inaccessible
- Logistics road closures, weather impacts, loss of power
- Funding Source federal funds mostly, instead of state funds
- Funding Rules federal rules take precedence over state rules



Despite these challenges, procurement still a must

- Equip GOHSEP, LDH, DCFS, etc. with vital goods and services
- Bring together supplier community with end users in need
- Ensure compliance with state and federal regulations
- Maximize chance of reimbursements without disallowances

Need for Flexibility

- Relying on partial information for urgent, high-stakes, actions
- FEMA rules require compliance with the more stringent of federal or state procurement regulations (typically state) in effect at time
- Partial relaxation of state regulations brings us into alignment
- Reduced chance for disallowances caused by unrealistic standards
- Flexibility must be applied to immediate needs only, not regular

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Methods

Emergency Contingency Contracts

- Over 100 emergency-contingency contracts available to activate
- Special purpose goods and services (MREs, bulk ice, refrig. trucks)
- Bid in advance of hurricane season, long before needed
- Ready and available with pre-negotiated pricing and priority access
- Contracts updated after each emergency based on lessons learned

Existing Statewide Contracts

- No need to reinvent the wheel if the regular contractor can provide
- Many emergency goods and services also have regular use needs



Methods

Resource Lists

Request for Quotations (RFQ)

- Abbreviated invitation-to-bid (ITB) process introduced for COVID
- Sent to all LaPac-registered vendors, not just selected vendors
- Balancing act between regular ITB and Three Quotes process, in terms of medium speed, more transparency, and more competition
- Leverages existing LaPac registrations and allows public viewing
- OSP continually adds known/introduced providers to resource lists
- Event duration tailored to meet the need's urgency / complexity

Three Quotes

- Minimum level of competition built for speed over transparency
- Three vendors contacted individually (not posted globally) and asked for their pricing. Award can then be made immediately.
- Narrowed visibility and timeline can exclude eligible providers
- HCR 31 by Rep. Lyons asks agencies to use RFQ process instead



Considerations

Prohibition on Geographic Preferences

- Greater role of federal funding reinforces need for compliance with federal procurement regulations on sub-grantees
- 2 CFR 200.319: "The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals"
- Non-compliant procurements are ineligible for Federal funding
- Reciprocal Geographic Preferences: R.S. 39:1604.5(C)
- Intentionally reducing competition by excluding non-local companies will increase costs, not only because there are fewer bidders, but also because those remaining bidders know there's less incentive to sharpen their pencils.



Considerations

Agency Roles and Responsibilities

 Some emergency procurements are handled differently pursuant to an established Emergency Support Function (ESF). Examples:

Transportation / Evac. (ESF 1): DOTD

Road debris clearing (ESF 3): DOTD / CPRA

Sheltering and food (ESF 6): FEMA / Red Cross

Medical/health needs (ESF 8): LDH

Emergency Procurement Methods & Considerations

We will take a moment to answer your questions about Emergency Procurement Methods & Considerations.

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Links

- Vendor Profile Portal: https://wwwcfprd.doa.louisiana.gov/osp/lapac/vendor/VndPubMain.cfm
 - Vendor Helpdesk Email: <u>vendr.inq@la.gov</u>
 - Vendor FAQs: https://www.doa.la.gov/doa/osp/vendor-resources/
- UNSPSC Codes https://wwwcfprd.doa.louisiana.gov/osp/lapac/vendor/commodityTree.cfm
- Governor's Declarations <u>https://gov.louisiana.gov/index.cfm/newsroom/category/10</u>
- State Emergency Operations Plan https://gohsep.la.gov/Portals/o/2014 State EOP Final Copy Updated 1272015.pdf
- Local OHSEPs
 https://gohsep.la.gov/ABOUT/PARISHPA
- Local Parish and City contact info <u>https://www.doa.la.gov/media/accjcwbe/local-emergency-contacts.xlsx</u>



Office of State Procurement

Main Phone Number: 225-342-8010

Vendor Helpdesk: Vendr_inq@la.gov